

DEPARTMENT OF THE ARMY  
79th Ordnance Battalion (EOD)  
52d Ordnance Group (EOD)  
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supplement to 52d Ordnance Group (EOD) Soldier/NCO of the Quarter/Year Program Operating Instruction (OI), OI 350-2

This supplement to OI 350-2 replaces the previous edition and contains significant changes. The entire supplement must be reviewed in detail for updating members of the command.

1. PURPOSE. Supplement policies and procedures contained in 52d Ordnance Group (EOD) OI 350-2, Soldier/NCO of the Quarter/Year Program.
2. SCOPE. This supplement is directive in nature and is applicable to all personnel assigned or attached for duty with the 79th Ordnance Battalion (EOD) and subordinate units.
3. Paragraph 3a, change to read: The Battalion Commander or his designated representative will present appropriate recognition awards and gifts to the battalion Soldier/NCO of the Quarter/Year at an appropriate ceremony.
4. Paragraph 3b, change to read: The Battalion Command Sergeant Major is responsible for the following:
  - (1) Is the President of the Board and designates a representative to act in his place when required.
  - (2) Supervision of the Soldier/NCO of the Quarter/Year Program.
  - (3) Reviews all tasking memorandums prior to the board convening.
  - (4) Ensures appropriate recognition awards are approved for winners.
5. Paragraph 3c, change to read: Unit First Sergeants (1SG) will provide the following information on prospective board

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candidates to the Battalion S-1 No Later Than (NLT) 30 days prior to the board convening:

- (1) NAME (First, Middle and Last).
- (2) Rank.
- (3) SSN.
- (4) Previous awards (Army Achievement Award (AAM) and above).
- (5) An 8X10 color photograph of the candidate in Class A uniform.

6. Paragraph 3d, change to read: The Battalion S-1 is responsible for the following:

- (1) Preparing tasking memorandums indicating board members areas of responsibility NLT 60 days prior to the convening of the board.
- (2) Preparation and distribution of recognition awards orders and certificates.
- (3) Designating a member of the S-1 section to act as board recorder.
- (4) Maintaining records of board proceedings.

7. Paragraph 5a, change to read: The Soldier/NCO of the Quarter Board will be held in conjunction with the scheduled battalion Quarterly Training Brief (QTB). The Soldier/NCO of the Year Board will be held in conjunction with the Fourth Quarter QTB immediately after the Soldier/NCO of the Quarter Board. Sufficient time will be scheduled during the QTB for the conduct of the board(s). In those instances when it is impractical to conduct the board(s) during the QTB, the Battalion CSM will coordinate an alternate time and place to conduct the board(s).

8. Paragraph 5b, change to read: Designated Unit 1SG, or their representative, are voting board members. The Battalion CSM will cast the deciding vote in the event of a tie.

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9. Paragraph 5c, change to read: Each unit may have one soldier in the rank of Specialist and below compete for the title of Soldier of the Quarter and one Corporal through Staff Sergeant compete for the title of NCO of the Quarter. *Individuals competing for recognition as Soldier or NCO of the Quarter will not be restricted to MOS 55D.* All enlisted personnel in the grade of Staff Sergeant and below are eligible to compete. The winners of the Soldier/NCO of the Quarter boards will compete for the Soldier/NCO of the Year Board in the category, which they won their quarter board. (ie, a Specialist who won the 2d quarter Soldier board and was subsequently promoted to Sergeant, will compete for the Soldier of the Year honors).

10. Paragraph 5d, change to read: The subject areas for questions for the Soldier/NCO of the Quarter/Year are.

11. Paragraph 5d(14), delete the following: **(NCO BOARD QUESTIONS ONLY)** .

12. Paragraph 5d(15), delete the following: **(NCO BOARD QUESTIONS ONLY)** .

13. Paragraph 5e, change to read: The uniform for the board members is either the Class B Uniform or Battle Dress Uniform (BDU) as directed by the Battalion CSM. Soldiers appearing before the board will wear the Class A Uniform with all authorized awards and decorations.

14. Paragraph 5f, change to read: Board Members will complete the Soldier/NCO of the Quarter/Year worksheet as appropriate for each soldier appearing before the board. In addition to awarding a numeric score to each candidate, voting board members must recommend the candidate for the title of Soldier/NCO of the Quarter/Year.

15. Recommended changes to this OI Supplement will be submitted to the Battalion CSM in memorandum format. Recommended changes will indicate the change and include a justification for the change.

16. Point of contact for this memorandum is the Battalion CSM at DSN 471-9073.

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17. Efficient and Effective.

PATRICK J. KELLY  
LTC, OD  
Commanding

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